

## LANGUAGE CONTROL REGISTER

- I List all language requirements, both specific and general, at the beginning of the unit. Each language requirement appearing in the unit 'recap' shows the following:
  - A. Language required (code and clear text)
  - B. Whether 'specific' or 'general'
  - C. Number of incumbents necessary to fulfill the requirement
  - D. Proficiency levels required.
- II List in the unit 'recap' those language requirements which possess an 'and/or' condition. This condition is shown by the presence of a '&' (and) or the presence of a '/' (or) following the language code of the first requirement involved in the condition. These conditions are to be shown in the unit 'recap' only and not against any position.
- III List, at the end of the unit 'recap', the minimum number of employees required to satisfy the language requirements of the unit.
- IV List all position titles designated as language positions regardless of whether the incumbents of the position satisfy any of the language requirements.
- V List any employee in the unit, together with their position title, if they possess one or more of the required languages. The listing of employees follows these conditions:
  - A. If any incumbent fulfills a unit language requirement, he will be listed regardless of whether the position he occupies is designated as a language position.

- B. If an incumbent fulfills a unit language requirement and the position he occupies is designated as a language position, he will be listed regardless of whether he fulfills the language requirement levied against the position.
  - C. Should a unit language requirement possess the 'and/or' condition, any employee possessing one or more of the languages concerned in the condition will be listed.
  - D. Some dialects of a language have been lumped together into 'Dialect Groups'. Should a unit language requirement specify a 'Dialect Group', any employee possessing one or more dialects within the specified 'Dialect Group' will be listed.
  - E. The listing of an employee is done without regard to whether his proficiency level meets those of the requirement.
- VI List only the languages possessed by the employee that satisfy the requirements of the unit. All others are disregarded.
- VII Indicate by a dollar sign (\$) those incumbents who fulfill one or more of the language requirements for the unit, but whose position is not designated as a language position.
- VIII Indicate by an asterisk (\*) that the employee has 'disclaimed' his language proficiency.
- IX Indicate by a number sign (#) that the employee has not been tested for a specific language within three (3) years preceeding this report,
- X Show at the end of each organizational unit (branch or higher) the following totals:
- A. Total planned incumbency of those positions within the unit that are designated as language positions.
  - B. Total number of employees within the unit that meet the language requirements of the unit.